



CITY OF NEWPORT, OREGON

CITY MANAGER

**Negotiable
\$95,000-\$115,000 DOE
Plus Excellent Benefits**

Apply by: August 16, 2013

Send Cover Letter and Resume to:

**JJ Scofield, Human Resources Generalist
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
j.scofield@newportoregon.gov**

THE POSITION

The City Manager is the Chief Executive Officer of the city and is responsible for carrying out the policies and priorities of the City Council and Mayor.

Charter responsibilities include:

- Administration of all city business.
- Assist Council in the development and implementation of policies established by ordinances or resolutions.
- Attend all Council meetings unless excused by the Mayor or Council.
- Make reports and recommendations to the Council about the needs of the city.
- Administer and enforce all city ordinances, resolutions, franchises, leases, contractors, and other city decisions.
- Appoint, supervise, and remove employees.
- Organize city departments and administrative structure.
- Prepare and administer the annual city budget.
- Administer city property and utilities.
- Encourage and support regional and intergovernmental cooperation.
- Promote cooperation among the Council, staff, and citizens in developing city policies, and building a sense of community.
- Perform other duties as directed by the Council.

THE IDEAL CANDIDATE

The City of Newport is seeking an experienced City Manager with a stable work history who is a skilled communicator on all levels and to all constituencies. The person will be friendly and approachable with strong interpersonal skills. Ideal candidates will have a track record of building relationships and have a reputation for being trustworthy and straightforward.

The ideal candidate will be a strong administrative leader capable of leading a skilled management team. He or she will have a collaborative management style and will be an inspirational leader who creates an atmosphere where staff wants to come to work. The

new manager will provide the leadership team with goals and expectations and will use the management team for interdisciplinary ideas and support.

Economic development is a high priority for the City Council. The ideal candidate will bring innovative ideas to foster smart growth for the city's future.

The ideal candidate will be a progressive and critical thinker, and have a fiscally responsible management style. He or she must have the ability to build and maintain excellent intergovernmental relations with all of the city's partners, and positive relationships with members of the media.

THE CITY ORGANIZATION

Newport is organized under the council-manager form of government. Under this type of government, the elected City Council (Mayor and six Councilors) establish policy and the Council appointed City Manager is responsible for executing such policy while acting as Chief Operating Officer for the city.

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, library and urban renewal. The adopted 2014-15 combined city/urban renewal agency budget is approximately \$54 million.

NEWPORT - THE COMMUNITY

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operations, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's finest aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

CURRENT ISSUES AND PROJECTS

Newport is facing challenges balancing the need for fiscal accountability while upgrading an aging infrastructure. Though Newport has recently built a new water and wastewater treatment plant, there is still 53 miles of aging pipeline that needs replacement along with studies in dam sustainability in the event of an earthquake and tsunami.

The Newport City Council has developed goals that can only be accomplished through careful collaborative planning and budget management.

2013-14 CITY COUNCIL MISSION STATEMENT AND GOALS

Mission Statement

The City of Newport pledges to effectively manage essential community services for the wellbeing and public safety of residents and visitors. The City will encourage economic diversification, sustainable development, and livability.

Community Development Department

Ongoing Goals

- A. Maintain and implement economic development strategies.
- B. Involve citizens in every aspect of planning

Fiscal Year 2013/2014 Goals

- A. Complete Reservoir Urban Growth Boundary Expansion
- B. Initiate annexation of reservoir properties
- C. Begin Implementation of Land Bank Concept for Workforce Housing
- D. Complete Phase I - Safe Haven Hill Supplemental Geotech/Benefit Cost Analysis
- E. Leverage URA funds to acquire needed rights-of-way in South Beach
- F. Initiate code updates relating to accessory units and park models
- J. Develop annexation strategy for South Beach industrial areas
- K. Prepare initial concepts for new north side Urban Renewal District (bridge to Wal-Mart)
- L. Conduct periodic review of the Nye Beach Design Review Overlay and determine if changes are needed
- M. Initiate pre-planning with ODOT for Yaquina Bay Bridge

1 - 5 Year Goals

- A. Track organizational structure of Community Development Department
- B. Update LID ordinances to include public input

- C. Adopt storm drainage and erosion control standards for new development
- D. Initiate process of forming a new north side URA district with support of affected taxing entities
- E. Initiate Phase II URA borrowing and work with Public Works to plan for and implement of priority projects
- F. Work with ODOT to complete preliminary planning for Replacement of the Yaquina Bay Bridge and related studies
- G. Complete any recommended changes to the Nye Beach Design Review overlay
- H. Wrap up inventory of property assets, agreements, leases and franchises and develop strategies for property acquisitions and sales of city assets
- I. Coordinate with the state and FEMA on floodplain and wetland regulatory mandates
- J. Move forward with Phase II Safe haven Hill work if supported by Phase I assessment
- K. Coordinate with Public Works on the initiation of grant funded capital projects, including the Agate Beach Wayside Improvements and US 101
- L. Work with the Park and Recreation Department to update the city's 1993 Park System Master Plan

PUBLIC WORKS DEPARTMENT

Streets Division

Ongoing Goals

- A. Provide consistent funding for street improvement projects.
- B. Continue to support multi-modal forms of transportation in the City of Newport.
- C. Designate and develop pedestrian and bicycle routes in association with streets, and work with the school district to create safe routes to schools.
- D. Designate and develop gravel streets for paving, and develop a paving inventory and replacement program.
- E. Develop a system to support electric/alternative fuel vehicles.

Wastewater Division

Ongoing Goals

- A. Identify and reduce inflow, infiltration, and pollution.
- B. Plan for funding for big wastewater system projects.

1 - 5 Year Goals

- A. Develop wastewater plans for service to airport.
- B. Develop a Wastewater Master Plan.
- C. Continue improvements to Agate Beach wastewater program.

Stormwater Division

Ongoing Goals

- A. Participate in emergency response committee planning process.
- B. Consider funding sources for stormwater improvement projects.
- C. Continue to identify cross-connections and pollution sources.
- D. Plan for NPDES requirement (illicit discharges) legislative control of stormwater system.

1 - 5 Year Goals

- A. Develop Stormwater Master Plan.

Water Division

Ongoing Goals

- A. Plan for remediation or replacement of upper and lower Big Creek dams.
- B. Update the Water Supply System Master Plan and Comprehensive Plan (condition analysis).

1 - 5 Year Goals

- A. Implement automatic meter reading system.
- B. Improve water system to the airport.

5 Year Goals

- A. Switch out water meters to “radio reads.”
- B. Begin the systematic replacement of water supply lines and develop plans for future replacement.

Parks and Recreation

Ongoing Goals

- A. Consideration of new aquatic facility - time and funding; location and scope.
- B. Painting of pool floor and perimeter deck.
- C. Tree City USA - take important next step of mapping and inventory, and development of standards and restrictions.
- D. Park Master Plan update and strategic property identification (trails, open space, wetlands).
- E. Update the CIP for equipment, vehicles, and furniture.
- F. Continue and create new special events that draw athletes and spectators alike.
- G. Explore the functional number of members of the Parks and Recreation Advisory Committee and potentially reduce the membership.

- H. Community-wide wellness support through employee programs; availability of mapping with trail and bike routes; and health events that demonstrate support by elected officials.
- I. Identify which programs are cost effective.

Administration

Facilities and Parks Maintenance Division

Ongoing Goals

- A. Develop and implement a comprehensive facility maintenance and staffing plan.
- B. Develop and implement a comprehensive parks maintenance and staffing strategy.
- C. Increase utility efficiency in city parks and buildings.
- D. Develop in-house custodial services.

Communications

Ongoing Goals

- A. Continue utilizing employee surveys
- B. Continue to support the City Employee Committee
- C. Provide communication management training to supervisors and the management team

Information Technology Division

Ongoing Goals

- A. Maintain city-wide computer replacement program.
- B. Support individual department IT purchases.
- C. Maintain hard drive space needs.

FY 2013/2014 Goals

- A. Install more security systems in city buildings.
- B. Replace telephone system.
- C. Develop plans for recover in case of catastrophic failure.
- D. Set up EOC systems computer.

1 - 5 Year Goals

- A. Develop off-site back-up systems.
- B. Extend fiber throughout all facilities.

Human Resources Division

Ongoing Goals

- A. Update employee policies.
- B. Initiate streamlined linear hiring process through Clarity.
- C. Complete standardized interview guides for all departments.
- D. Develop and implement cross-departmental injury reduction plan.
- E. Consider longevity increases.
- F. Confirm exempt and non-exempt status of all employees.
- G. Formalize salary schedules.
- H. Better understand worker compensation claims.
- I. Continually provide information to Council in a format they would like to see.

Finance Department**Ongoing Goals**

- A. Adequately staff department.
- B. Reorganize/strengthen department.
 - 1. Two-position cash receipts.
 - 2. New payroll assignment.
 - 3. Increased emphasis on accounts receivable.
 - 4. Increased emphasis on agreements, contracts, RFPs, and projects.
- C. Find a consistent method to deal with late and non-payers.
- D. Strengthen the lien process.
- E. Ensure that everyone understands appropriations, budgets, resources, and revenues.
- F. Implement cost control measures, specifically a purchase order system.

Library**Ongoing Goals**

- A. Ensure the safety of Library users and staff and minimize risk.
- B. Pursue improvements to keep the Library current.
- C. Continue to purchase materials in multiple formats that meet the educational and recreational needs of patrons.
- D. Continue educational activities including:
 - 1. Book discussion group.
 - 2. Computer classes.
 - 3. Guest speakers.
 - 4. Author presentations.
 - 5. Writing classes.
- E. Continue programs and outreach to adults, young adults, and children through:
 - 1. Schools.
 - 2. Preschools.
 - 3. Juvenile detention.

4. Rehabilitation centers.
5. Library.
6. Literacy Park.

FY 2013/2014

- A. Conduct Library needs analysis.
- B. Install four security cameras.
- C. Install public address system.
- D. Install at least one new furnace.
- E. Replace meeting room tables.
- F. Install large flat screen television and sound system in meeting room.
- G. Paint as much of the Library as possible.
- H. Continue to upgrade landscaping and appearance of Library grounds.
- I. Replace aging computers at circulation desk.

1 - 5 Year Goals

- A. Purchase computer carrels for internet, word processing, and children's area P.C.'s.
- B. Replace all upholstered seating.
- C. Purchase Radio Frequency Identification (RFID) security system.

5+ Year Goals

- A. Expand or relocate the Library.

Airport

Ongoing Goals

- A. Maintain FAA Part 139 certification.
- B. Continue top quality service of the FBO.
- C. Continue training of Airport personnel.
- D. Monitor hangar lease and rental agreements.

FY 14 Goals

- A. Replace AARF truck.
- B. Complete runway 16/34 rehabilitation project.
- C. Repair FBO.

1 - 5 Year Goals

- A. Update Airport Master Plan.

Public Safety

Ongoing Goals

- A. Stockpile emergency supplies.
- B. City Emergency Management Committee continues planning.
- C. Continue CERT team.

FY 2013/2014 Goals

- A. Continue improvements on Safe Haven Hill with FEMA grant funds.
- B. Develop a well-defined and equipped City of Newport EOC.

1 - 5 Year Goals

- A. Evaluate public buildings for public safety.
- B. Develop and implement a plan for earthquake readiness.
- C. Explore becoming a NOAA Tsunami Ready City.

Police Department

Ongoing Goals

- A. Maintain volunteer force.
- B. Support education/prevention.
- C. School resource officer.
- D. Conduct annual public survey.
- E. Accreditation proofs.
- F. Continue to fund for canine replacement.

FY 2013/2014 Goals

- A. Complete report writing manual.
- B. Institute Explorer Program.
- C. Develop and maintain a funding source for instructor development.
- D. Reinstate Records Clerk position.
- E. Increase number of Neighborhood Watch groups.
- F. Conduct two crosswalk enforcement activities.
- G. Conduct two distracted driver activities.
- H. Add another patrol officer.

1 - 5 Year Goals

- A. Add School Resource Officer.
- B. Complete re-accreditation.
- C. Develop funding for decontamination of range.
- D. Restart reserve police program.

5+ Year Goals

- A. Replace canine vehicle.

Fire Department

Ongoing Goal

- A. Continue to strengthen volunteer and paid staff relationships.
- B. Improve volunteer recruitment and retention.
- C. Improve training programs, officer development, and succession planning.
- D. Collaborate with other departments and agencies for improvements to service.

FY 2013/2014 Goals

- A. Reconfiguration of Agate Beach station.
- B. Evaluation, decision, and implementation of collaboration plans.
- C. Evaluate options to EMS transport, and decide whether to develop a fire-based EMS proposal.
- D. Consider or update Comprehensive Plan.
- E. Work with OCCC and neighboring fire departments to bring fire science classes, and a degree program, to Newport.
- F. Develop a balanced staffing plan to include career, volunteer, and seasonal/part-time personnel based on Standard of Cover service level goals.

1 - 5 Year Goals

- A. Implement recommendations from the ESCI study.
- B. Develop a strategic plan.

5+ Year Goals

- A. Implement strategic plan.

Sustainability

Ongoing Goal

- A. Every city department will look for ways of conserving resources.

Fiscal Year 2013/2014 Goals

- A. Staff trainings to learn and discuss the concepts of sustainability using The Natural Step, Zero-Waste, Carbon Footprint and others (Councilor Saelens)
- B. Department meetings to discuss potential sustainability initiatives.

1 - 5 Year Goals

A. Implement sustainability initiatives.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited university in a field related to the public sector, with seven years of administrative/management experience. A master's degree or higher in public administration, management, or related field is preferred.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

COMPENSATION AND BENEFITS

Annual Salary Negotiable

Paid Holidays

New Year's Day	(January 1st)
Martin Luther King Day	(third Monday in January)
President's Day	(third Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4th)
Labor Day	(first Monday in September)
Veteran's Day	(November 11th)
Thanksgiving Day	(fourth Thursday in November)
Day After Thanksgiving	(Friday following Thanksgiving)
Christmas Day	(December 25th)
Personal Holiday	(day off at employee's discretion)

<u>Paid Vacation</u>	Years of Service	Monthly Accrual	Days/Year
	0 to 5 years	8.0 hours	12 days
	5 to 10 years	10.0 hours	15 days
	10 to 15 years	12.0 hours	18 days
	15 to 20 years	15.34 hours	23 days
	20+ years	16.67 hours	25 days

Employees designated as exempt accrue an additional 4 hours per month (6 days per year) of vacation. Department heads accrue a further additional 2 hours per month (3 days per year) of vacation.

Paid Sick Leave - Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is 910 hours, unless otherwise provided by law or agreement.

Retirement - Regular employees scheduled to work 30 or more hours per week other than public safety employees become participants of the City of Newport Employees' Retirement Plan on the first of the month following six (6) months of employment

Medical, Dental, Vision, Life Insurance, Long-Term Disability - Excellent plan available to full-time employees.

Deferred compensation plan available.

TO APPLY

The City of Newport is an Equal Opportunity Employer and veterans preference provider. All qualified candidates are encouraged to apply. Send cover letter, resume, and city application to JJ Scofield, Human Resources Generalist, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365. Application deadline - August 16th, 2013. Response to supplemental questions will be required, and questions will be sent to all applicants via e-mail. For more information about the City of Newport, visit the city's website at www.newportoregon.gov.

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